



# NAEP Information Packet

## NAEP Notification

Participation in the National Assessment of Educational Progress (NAEP) begins when the state NAEP coordinator sends a notification letter and response form to each school district superintendent of the selected schools. This letter and response form, which are sent out beginning in June, provide a tentative test administration date and include a request to identify a district NAEP coordinator who will be the key liaison between the school(s) and the state NAEP coordinator.

## NAEP Information Packet

Following the initial NAEP notification, the state coordinator sends the district coordinator NAEP information packets for all selected schools within the school district. The NAEP information packet includes a cover letter outlining key information and activities. The packet also includes the following documents:

**MyNAEP Web Site** – Registration information for the MyNAEP Web site is provided, which includes a registration identification number needed to complete the registration. The MyNAEP Web site allows participating schools access to specific details about the assessment and the participation process. Schools may use the MyNAEP Web site to submit requested information, contact NAEP representatives, receive e-mail notifications, and access relevant documents such as sample test booklets and parent and guardian notification documents. The MyNAEP Web site is located at <http://www.mynaep.com> (Outside Source).

**School Data Collection Form** – This two-page form includes a request to update the school information that is provided on the

form; a space to fill in the name and contact information for the school NAEP coordinator; directions regarding changes to the NAEP administration date; spaces to fill in with the numbers of teachers who instruct at the grade levels and in the subject areas to be tested; and a space to identify who is responsible for the parent/guardian notification. This form can be completed online via the MyNAEP Web site or faxed to the state NAEP coordinator at 916-319-0967.

**Teacher's Guide to NAEP** – This is a brochure for distribution to teachers of students selected for NAEP participation. This brochure provides information about the NAEP assessments and about the questionnaires teachers will be asked to complete.

**Instructions for Preparing List of Students** – This document provides detailed instructions for creating a list of age- or grade-eligible students. It outlines the steps for the electronic creation of the student list; includes a description of the categories for the variables required; and provides instructions for submitting the list online to the MyNAEP Web site or attaching it to an e-mail directed to the state NAEP coordinator at [NAEP@cde.ca.gov](mailto:NAEP@cde.ca.gov).

**New Enrollee Listing Form** – This form is provided for schools to keep track of students who enter the grade(s) noted after the initial list of eligible students is submitted to the state NAEP coordinator. This list will be reviewed with the NAEP field staff who visits the school prior to the assessment date to determine if any newly enrolled students will be added to the sample.

**Sample Parent and Guardian Notification Letters and Newsletters** – English and

Spanish versions of letters and newsletters are provided. These documents may be used to notify parents and guardians through direct communication or a newsletter insert. The notification of parents and guardians is required, and the notification letter must be dated and inform parents and guardians they may opt their children out of NAEP testing. Expressed consent for their students' participation, however, is not required from parents and guardians. Modifiable Word versions of the sample letters and newsletters are available on the NAEP Web page at <http://www.cde.ca.gov/ta/tg/nr/> (click on NAEP Overview for school districts and schools) or

the MyNAEP Web site at <http://www.mynaep.com> (Outside Source).

**Important Note:** Upon distribution of parent and guardian notification letters and newsletters, a dated copy of the letter or newsletter must be kept in a folder for NAEP staff review, along with staff and student questionnaires. This folder must be provided to the NAEP field staff on the day of the assessment.

If any of these documents are missing from the information packet or if there are questions about these documents, please contact the state NAEP coordinator at 916-319-0332, at 916-319-0967 (fax), or at [NAEP@cde.ca.gov](mailto:NAEP@cde.ca.gov).

**Timeline for Completing and Submitting the Required Information Packet Activities/Files:**

| Activity or File  | Due Date  |
|---|---|
| Registration on the MyNAEP Web site is completed.   | Two to three months prior to testing            |
| School Data Collection Form is completed online via the MyNAEP Web site or faxed to the state NAEP coordinator.   | Two to three months prior to testing            |
| List of Students is created and submitted to the MyNAEP Web site or e-mailed to the state NAEP coordinator.   | Two to three months prior to testing            |
| New Enrollee Listing Form is maintained at the school site after the initial list of students is submitted.   | Ongoing until prior to the NAEP assessment date |
| Parent/guardian notification letter or newsletter is sent to parents and guardians. A copy of this notification is placed in a file folder and provided to the NAEP field staff on the day of the assessment. | Two weeks prior to testing                      |